

# CITY OF TEMPE

## Temporary Employment Opportunity



Community Services • Library • 3500 S. Rural Road, Tempe, AZ 85282 • (480) 350-5500 • TDD (480) 350-8400

### **Librarian**

City of Tempe / Community Services Department – Library

- Opening Date:** December 23, 2014
- Closing Date:** Open until the needs of the City are met.
- Hourly Wage:** \$21.00 per hour
- Work Schedule:** Up to 19.5 hours per week; hours to be determined by library needs.

### **This is a Temporary Non-Benefitted position**

#### **Required Knowledge, Skills and Abilities:**

- Excellent knowledge of the principles and practices of public library functions.
- Knowledge of library resources, both print and digital.
- Knowledge of and experience using public library technology and the Internet.
- Knowledge of Integrated Library Systems. Knowledge of Polaris ILS a plus.
- Working knowledge of major bibliographic tools and reference materials.
- Good knowledge of the community.
- Strong commitment to public service.
- Excellent customer service skills.
- Ability to work with library customers and staff in a friendly and efficient manner.
- Excellent written and oral communication skills.
- Proficient computing and keyboarding skills.
- Ability to adapt to changing situations.
- Ability to develop and present public information materials to promote library use.
- Ability to develop and present library programs.
- Ability to coordinate the work of others.
- Ability to effectively communicate clearly and concisely, both orally and in writing.
- Ability to maintain the necessary energy to meet job requirements.
- Ability to maintain reliable attendance and be flexible with work schedule which meets the needs of the position.

#### **Essential Duties & Responsibilities:**

Under the supervision of the Customer Experience Supervisor and/or other management staff; duties may include, but are not limited to:

- Provide prompt and effective information and reader's advisory services to library users of all ages.
- Assist in creating a welcoming and responsive atmosphere of service.
- Create a positive environment in which library users are engaged educational and

recreational activities.

- Assist in promoting library use.
- Provide and promote excellent customer service in a public setting.
- Assist library users in their use of the library catalog, public Internet computers and other equipment.
- Assist library users with library account related questions.
- Prepare and make public presentations.
- Establish and maintain cooperative working relationships with library staff and community organizations.
- Establish a positive working relationship while respecting the diverse culture and experience of library users and library staff.
- Follow oral and written instructions.
- Exhibit flexibility and a willingness to work in a dynamic, busy, and changing environment.
- Perform related duties as assigned.

**Experience & Training:**

Master Degree in Library Science & Information from an ALA accredited college or university.

**Physical and Environmental Characteristics:**

Intermittent physical activity including bending, reaching and prolonged periods of sitting or standing.

**Applicant Requirement:**

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

**SUBMIT APPLICATION and/or RÉSUMÉ TO:**

Lee Ann Mueller, Customer Experience Supervisor  
Email: [leeann\\_mueller@tempe.gov](mailto:leeann_mueller@tempe.gov)

**OR**

City of Tempe  
Community Services/Library  
3500 S. Rural Road  
Tempe, Arizona 85282

**For questions, please contact:**

Lee Ann Mueller, Customer Experience Supervisor  
Phone: (480) 350-5557  
Email: [leeann\\_mueller@tempe.gov](mailto:leeann_mueller@tempe.gov)

An equal opportunity/reasonable accommodation employer



## Application for Temporary Part-Time Library Employment

An Equal Opportunity Reasonable Accommodation Employer

PRINT CLEARLY AND NEATLY.  
ANSWER ALL QUESTIONS COMPLETELY.  
SIGN THE APPLICATION.

**TITLE OF  
POSITION:** \_\_\_\_\_

1. **Name:** \_\_\_\_\_ 2. **Last Four Digits of Social Security Number:** \_\_\_\_\_  
Last First Middle Initial

3. **Address:** \_\_\_\_\_  
Street - Apt. # City State Zip Code

4. **Phone - Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **email:** \_\_\_\_\_

5. Are you at least 16 years old? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ Upon hiring, you will be required to show proof.

6. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

7. Are you related to any member of the City Council or any City Board or Commission member or any City employee?  
**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If yes, indicate NAME, RELATIONSHIP and POSITION: \_\_\_\_\_

8. Have you ever worked for the City of Tempe? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If yes, when? \_\_\_\_\_  
month/year

9. Dates Available: From \_\_\_\_\_ to \_\_\_\_\_ Specify times you are available to work.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
List specific hours you are available to work.							

10. EDUCATION: Circle highest grade completed.

**GRADE SCHOOL: 1 2 3 4 5 6 7 8 HIGH SCHOOL: 9 10 11 12 COLLEGE: 1 2 3 4 5 6**

11. HIGH SCHOOL AND INSTITUTIONS OF HIGHER LEARNING

Name Dates Attended Major Degree or Diploma Obtained

---

---

---

---

12. Please list other names you have gone by, so we can verify your previous work experience and/or education.

---

**JOB EXPERIENCE:** Include all related job and volunteer experience pertinent to the position you are applying for, in order of most recent experience. Fill in all spaces. Be accurate and complete. You may attach a résumé, but your qualifications will be evaluated on information provided on this form.

13. Place of Employment or Volunteer Experience: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip Code

Kind of Business: \_\_\_\_\_ Your Title: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Time There: \_\_\_\_\_

month/year

month/year

years

months

Hours Per Week: \_\_\_\_\_ Starting Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Ending Wage: \$ \_\_\_\_\_ per \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

Reason for leaving or wanting to change: \_\_\_\_\_

May we contact this employer if you are considered for the position? Yes \_\_\_\_\_ No \_\_\_\_\_

14. Place of Employment or Volunteer Experience: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip Code

Kind of Business: \_\_\_\_\_ Your Title: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Time There: \_\_\_\_\_

month/year

month/year

years

months

Hours Per Week: \_\_\_\_\_ Starting Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Ending Wage: \$ \_\_\_\_\_ per \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

Reason for leaving or wanting to change: \_\_\_\_\_

May we contact this employer if you are considered for the position? Yes \_\_\_\_\_ No \_\_\_\_\_

15. Place of Employment or Volunteer Experience: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip Code

Kind of Business: \_\_\_\_\_ Your Title: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Time There: \_\_\_\_\_

month/year

month/year

years

months

Hours Per Week: \_\_\_\_\_ Starting Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Ending Wage: \$ \_\_\_\_\_ per \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

Reason for leaving or wanting to change: \_\_\_\_\_

May we contact this employer if you are considered for the position? Yes \_\_\_\_\_ No \_\_\_\_\_

16. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_

17. Have you ever been convicted of a misdemeanor or felony (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence? Include military trial convictions.

*NOTE: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.*

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_

**Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.**

**PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.**

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_